

*30-73 and 30-74
Superseded by 30-75*

RECORDS MANAGEMENT PROGRAM

*Approval sheet
still applies to
MPB's existing
schedule 30,04-73*

*See explanatory
note on copy of
30-74 schedule.*

RECORDS CONTROL SCHEDULE FOR THE

INFORMATION SYSTEMS ANALYSIS STAFF, DDM&S

(Established July 1972, formerly Special Assistant
to the Executive Director for Information Control)



RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6

CLASSIFICATION

UNCLASSIFIED

OLD SCHEDULE NO(S)

30-73

REVISED SCHEDULE NO.

30-74 * see below

OFFICE, DIVISION, BRANCH

DDA/Information Systems Analysis Staff/Office of the Chief

DATE(S) OF OLD SCHEDULE(S)

10 December 1973

DATE OF CONCURRENCE

30 September 1974

TYPE CONCURRENCE OFFICER'S NAME AND TITLE

Chief, ISAS

OLD SCHEDULE AND ITEM NO(S).

ITEM NO.

FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME (CU. FT.)

DISPOSITION INSTRUCTIONS

30-73, Item 1a

37-75 Information Review Staff, DDA. ~~Established~~ effective 13 January 75. ISAS/CPB schedule never established. Transferred to RCS No. 30-06-74, ISAS/Classification Programs Branch effective 30 September 1974.

PNW 31 Mar 75

30-73 Item 1b

37-75 Information Review Staff, DDA. ~~Established~~ effective 13 Jan 75. ISAS/CPB schedule never established. Transferred to RCS No. 30-06-74, ISAS/Classification Programs Branch effective 30 September 1974.

PNW 31 Mar 75

30-73 Item 2

1

SUBJECT FILES:

Files contain information relating to the projects, programs, policy, decisions and general background on the various subjects involved under the delegated authority for Information Control.

3.5

Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center.

30-73 Item 3

2

MANAGEMENT ADMINISTRATIVE FILES:

a. Managerial files containing information on policy, procedures, reorganization and management for the mission responsibility and authority of this office. *(first by Subject)*

Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center.

Individual soft files of personnel assigned within the supervisory responsibility of this office.

1.0

Temporary. Hold until no longer needed. Transfer with reassigned personnel if needed by receiving office. Destroy 6 mos. after reorganization, separation from Agency (GRS 1-18)

PNW 31 Mar 75

16

* Although this revision was signed and distributed, it cannot be made part of the record because it was never used and was not correct since CPB never establish a written schedule for part of until it became

IRS. Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6 and new O/ISAS schedule were therefore written directly from RCS 30-73 as if this person never existed.

SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6		DISPOSITION INSTRUCTIONS
		CLASSIFICATION ON UNCLASSIFIED	VOLUME	
30-73 Item 4	3	c. Budget and Finance records.		Temporary. Break annually at the fiscal year. Hold ¹³ years and retire to Records Center. Destroy ³ years after date retired to Records Center.
		d. Internal housekeeping records.		Temporary. Break file annually on calendar year and hold 1 year. Destroy when no longer needed.
30-73 Item 5	4	WORKING FILES: These files contain the working papers of daily business pending action being taken and general reference.	1.0	Temporary. Move all papers of lasting value to appropriate continuing files. Destroy remaining data when no longer needed.
		REFERENCE PUBLICATIONS: Various publications, library material, brochures, commercial samples and periodicals used for background and general reference.	1.0	Temporary. Purge at least annually and destroy material no longer needed. <i>Offer books to the Agency library.</i>
		<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div> <p style="text-align: center;"> APPROVE Chief Records Administration Branch </p>		<p style="text-align: right;"> <i>2 Oct 74</i> Date </p> <p style="text-align: right;"> <i>PW</i> <i>31 Oct 74</i> <i>1975</i> </p>

RECORDS CONTROL SCHEDULE 05/11/21 : CIA-RDP78-00487A000100150001-6

SCHEDULE NO.

SIGNATURE

TITLE Chief, Information Systems Analysis Staff

DATE

OFFICE, DIVISION, BRANCH

Information Systems Analysis Staff, DDM&S
(Established July 1972, formerly Special Assistant
to the Executive Director for Information Control)

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DECLASSIFICATION CASE FILES:		
	a. Files contain information under the delegated authority of Executive Order 11652, "Classification and Declassification of National Security Information and Material," of internal decisions and action taken in classifying, downgrading and declassifying Agency originated information.	1.5	Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.
	b. Files contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series.	1.0	Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.
2.	SUBJECT FILES:		
	Files contain information relating to the projects, programs, policy, decisions and general background on the various subjects involved under the delegated authority for Information Control.	3.5	Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150001-6			
3.	MANAGEMENT ADMINISTRATIVE FILES:		
	a. Managerial files containing information on policy, procedures, reorganization and management for the mission responsibility and authority of this office.		Permanent. Disposal not authorized. Cut off at the end of each calendar year. Hold 3 years then send to the Agency Records Center. Transfer to the Agency Archives after 12 years storage in Records Center. Return to originator or successor in function to be reviewed for declassification 29 years after close of file.
	b. Individual soft files of personnel assigned within the supervisory responsibility of this office.	1.0	Temporary. Hold until no longer needed. Transfer with reassigned personnel if needed by receiving office. Destroy after resignation.
	c. Budget and Finance records.		Temporary. Break annually at the fiscal year. Hold 2 years and retire to Records Center. Destroy 3 years after date retired to Records Center.
	d. Internal housekeeping records.		Temporary. Break file annually on calendar year and hold 1 year. Destroy when no longer needed.
4.	WORKING FILES:		
	These files contain the working papers of daily business pending action being taken and general reference.	1.0	Temporary. Move all papers of lasting value to appropriate continuing files. Destroy remaining data when no longer needed.
5.	REFERENCE PUBLICATIONS:		
	Various publications, library material, brochures, commercial samples and periodicals used for background and general reference.	1.0	Temporary. Purge at least annually and destroy material no longer needed.

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RECORDS CONTROL SCHEDULE
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SCHEDULE NO. 30 PW 10 Dec 73

CONCURRENCE

OFFICE, DIVISION, BRANCH

DDM&S, Support Services Staff, Support Directorate Records Branch

SI

TITLE

Chief SDRB

DATE

6/15/73

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

DDM&S Senior Records Officers Reference File.

4.0

This file consists of correspondence, memoranda, reports and forms pertaining to the DDM&S records program. This file includes reference material on forms including requests for new or revised, the Records Management Board, the records program including copies of the records control schedules, retention plans, records retirement request, reports, both statistical and narrative, word processing and the vital records deposit schedules. These records in the most part are duplicated in the Records Administration Branch or the Agency Records Center.

Temporary. Screen at least annually and destroy those items no longer needed for reference purposes.

APPROVED:



Chief
Records Administration Branch

Date

6/18/73

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